

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 04-05	Effective Date: 07/2005	Revision Date: 07/30/15
Subject: Juveniles' Personal Property Control		

I. Policy

Staff of the Division of Juvenile Justice Services shall protect and secure the personal property of juveniles who are required to surrender their personal property to the Division's control.

II. Rationale

Juveniles who are placed in Division programs and facilities and required to surrender control of their personal belongings shall have the right to have their personal belongings, with the exception of illegal contraband, safely secured while in the care of the Division.

III. Definitions

Contraband items are those for which possession by a juvenile is either illegal by federal or state law or prohibited by the policy of the Division or a particular Division facility or program. Contraband items include, but are not limited to: tobacco, illicit drugs, paraphernalia, alcoholic beverages, weapons, jewelry, money, electronic devices, cell phones, items capable of being used to effect an escape, or any item that might interfere with the treatment process.

IV. Procedures

A. When a juvenile is admitted into a Division facility/program:

1. Staff shall search and inventory the property/belongings in the juvenile's possession.
2. Staff shall conduct a property search in accordance with Division Policy 05-02, Searches of Person, Room, or State vehicle.
3. Items which are illegal by law shall be treated as potential evidence and shall be secured according to Division Policy 05-09 Evidence.
4. Items which are not illegal by law, but are prohibited by the agency, facility, program, or caseworker shall be inventoried by staff and documented as such, then properly disposed of according to Division Policy 05-10, Contraband.
5. The inventory form shall be signed by the juvenile and staff at the time of the intake. Except for contraband, approved items will be returned to the juvenile after being inventoried.
6. Items which the juvenile will not be allowed to possess while in the facility/program, shall be stored in a locked and secure area.
7. A copy of the inventory form shall be placed in the juvenile's file and a copy shall be kept with the property in storage at the facility/program.

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8. When staff encounters personal property such as jewelry that cannot be removed without damaging the property or potentially harming the juvenile, staff shall document it on the inventory form and consult the facility/program APD or designee to determine appropriate action to take.
- B. While a Juvenile is in the Care, Custody or Control of a Division Facility/Program
1. After a juvenile has been admitted to a facility/program, personal property included in the juvenile's property inventory will not be released to anyone without the signed consent of the juvenile.
 2. Additional property may be allowed/brought into a facility/program if approved, and a description of it will be added to the juvenile's property inventory.
 3. Additional property being brought into the facility shall be searched in accordance with procedure A above and prohibited items will be returned to the parent/guardian (or if illegal, will be secured as evidence per Policy 05-09).
 4. Changes of personal property shall be documented on the property inventory form and signed for by both the juvenile and the staff.
- C. When a Juvenile is Released from a Division Facility/Program
1. All personal property (other than illegal contraband) stored at the facility (as documented on inventory forms) shall be released to the juvenile, or to an authorized individual with the permission of the juvenile. No property will be released without consent from the juvenile.
 2. All property being released shall be verified by staff, the juvenile, and the receiving individual (if other than the juvenile).
 3. Staff shall sign and ensure that the juvenile and/or the individual receiving the property, signs the inventory form documenting the release.
 4. The signed inventory form shall be maintained in the juvenile's file.
- D. If personal property of a juvenile is not released when the juvenile is released from or leaves the program/facility for any reason:
1. The Division shall continue to store such property left in a facility or program for up to 90-days after release from program or termination from custody.
 2. The Division shall make good faith effort to contact the juvenile or legal guardian during those 90 days. The juvenile or other authorized individual may claim the stored property at any time during the 90 days.
 3. Property not claimed within those 90 days shall be considered to be abandoned, and the APD or designee shall arrange to donate the property to a charitable organization or otherwise properly dispose of it.

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4. Juveniles shall be notified about this policy.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

07-30-15

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

07-30-15

Signature Date